

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 261 – Overtime

I. INTRODUCTION

The Department of Labor Wage and Hour Division determines the rules for the payment of overtime. An employee can be non-exempt (hourly) and must be paid overtime for all hours over 40 per week worked. An employee can be exempt (salary) and there is no requirement for the number of hours worked. Southern Highlands work week begins at 12:00 a.m. on Sunday and ends at 12:00 a.m. on Saturday.

II. PROCEDURE:

NON-EXEMPT

- A. All employees in Job Group 1 – 10 are non-exempt/hourly and must be paid overtime when they work over 40 hours per week. Wage and Hour requires overtime for any hours over 40 that are worked.
- B. PTO is not considered hours worked. To receive overtime, the employee must actually work over 40 hours not be paid over 40 hours. For example: If the employee takes Monday off for PTO and works 9 hours for the other 4 days. The total hours worked is 36 (4 times 9). The total hours paid would be 44 at straight time.
- C. Wage and hour does not require holiday pay to be considered as time worked. In concurrence with Wage and Hour regulations, Southern Highlands will not consider it as time worked for the calculation of overtime. For example, if an employee is off on Monday due to a Center declared holiday and worked 9 hours each day on the remaining days; the employee would be paid 44 hours straight time, 36 hours for the time worked and 8 hours for holiday pay. If an employee works on a holiday, they will receive 8 hours of holiday pay and will be paid time and a half for the hours worked (i.e., if staff works 6 hours on a holiday they will be paid for 9 hours for the time worked.)
- D. All overtime must be prior approved by the supervisor.

- E. All time will be documented in the ADP System.
- F. Employees do not change their schedule without approval from the supervisor. For example, an employee works 30 minutes of the lunch and decides to leave early to keep from having overtime. This must have prior approval. Communication with your supervisor is the key.

EXEMPT

- A. Exempt employees are given a salary to do the job. They are not covered by Wage and Hour and there is no requirement to pay overtime.
- B. Due to the nature of our profession, we frequently have exempt employees who are asked to go above and beyond their job. Examples of such situations are on-call, filling in for weekend or evening shifts in other department, etc. Payment for these duties is prearranged and includes payment based on that arrangement.
- C. Working your lunch or staying a few minutes after work is not considered above and beyond your normal job duties.
- D. Employees do not change their schedule without approval from the supervisor. For example, an employee works 30 minutes of the lunch and decides to leave early to keep from having overtime. This must have prior approval. Communication with your supervisor is the key.
- E. All flex schedules must be in writing and approved by the supervisor.